Commonwealth of Kentucky
Cabinet for Health and Family Services

Information Technology (IT) Policies

020.301 CHFS Network User Accounts

Version 2.0
December 15, 2015

Revision History

Date	Version	Description	Author
9/2/2002	1.0	Effective Date	CHFS IT Policies Team Charter
12/15/2015	2.0	Revision Date	CHFS IT Policies Team Charter
12/15/2015	2.0	Review Date	CHFS IT Policies Team Charter

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020.301 CHFS Network User Accounts

Category: 020.300 Administrative Security

1.1   Policy

Cabinet for Health and Family Services (CHFS) adheres to Commonwealth Office of Technology (COT) Enterprise Policy: CIO-072 User ID and Password Policy. Creation and maintenance of CHFS Domain accounts for CHFS staff is coordinated through the COT.

The immediate supervisor of a new employee is responsible for ensuring that the employee reads all information associated with the Confidentiality Agreement and signs the CHFS-219 upon initial hire and annually thereafter. The immediate supervisor or designee is responsible for requesting an employee's CHFS Domain account be created, modified, or deleted as needed through the Kentucky Online Gateway (KOG).

1.2   Scope

This policy applies to all CHFS employees and contractors, including all persons providing contractor services, who use, process, or store computerized data relevant to agency business within CHFS.

1.3   Policy/Procedure Maintenance Responsibility

The Office of Administrative and Technology Services (OATS) IT Security & Audit Section is responsible for the maintenance of this policy.

1.4   Applicability

All CHFS employees and contractors shall adhere to the following policy.

1.5   Exceptions

Any exceptions to this policy must follow the procedures established in CHFS IT Policy #070.203.

1.6   Supervisor/Management Procedures

Supervisors or approved designee staff must submit a ticket through KOG to request any action (create, modify or delete) for a CHFS Domain account or email account. It is important that the KOG request has been properly approved and all relevant

information is provided (office location, direct management, position/roles). Once management approved for submission, the ticket will be input through the KOG Request Role for completion.

For any CHFS staff who have not yet been on boarded or utilize the KOG system, the COT F181EZ Form must be used to request any action (create, modify, or delete) for a CHFS domain account or email account. This form can be found on the COT Forms Webpage at http://technology.ky.gov/Pages/cotForms.aspx. It is important that the form is completed accurately and all relevant information is provided. Once the form is completion and approved for submission by the appropriate CHFS management, the form will be submitted to the Commonwealth Service Desk (CommonwealthServiceDesk@ky.gov) for completion.

Supervisors or approved designee should ensure that the KOG request or COT F181EZ form requested for the deletion of an employees' Network Account/Email Account is completed on any staff member that is leaving. The approved request should be submitted through KOG or the Commonwealth Service Desk as quickly as possible, but no later than the last date of employment. Any special requirements for access to employees' files should be addressed on the request.

1.7 Review Cycle

Annual

1.8 Cross Reference(s)

- CHFS IT Policy: 070.203-Exceptions to Standards and Policies Policy
- COT Form: F181EZ Form
- COT Form: F181EZ Form Instructions
- Enterprise IT Policy: CIO-072-UserID and Password Policy